

KNOX COUNTY COMMISSION

Regular Meeting

Tuesday – March 12, 2019 – 2:00 P.M.

The regular monthly meeting of the Knox County Commission was held on Tuesday, March 12, 2019, at 2:00 P.M., at the county courthouse, 62 Union Street, Rockland, Maine.

Commission members present were: Dorothy G. Meriwether, Commissioner District #1, and Richard L. Parent, Jr., Commissioner District #2.

County staff present included: Administrative Assistant Wendy Galvin, Finance Director Kathy Robinson, Sheriff Tim Carroll, Assistant Communications Director Wally Tower, Airport Manager Jeff Northgraves,

Others in attendance: None

Regular Meeting – Agenda **Tuesday – March 12, 2019 – 2:00 P.M.**

- I. 2:00 Meeting Called To Order**
- II. 2:01 Public Comment -** Public Comment during other portions of the meeting will only be granted by permission of the chair.
- III. 2:05 Consent Items**
 - 1. Approve Consent Items as Presented:
 - i. Agenda - Non Agenda Items Only Permitted if Emergency in Nature.
 - ii. Minutes of Regular Commission Meeting of February 12, 2019.
 - iii. Monthly Written Departmental Reports.
 - iv. Reserve Withdrawals.
- IV. 2:25 Action Items**
 - 1. Act on and Approve the Transfers to Reserves from the 2018 Budget.
 - 2. Act to Approve the APAC's Recommendation to Designate Stantec as our Airport Engineering Consultant and Authorize the County Administrator to Execute a Five (5) Year Contract with Stantec.
 - 3. Act to Approve a Step 1 Organizational Study for the Knox Regional Communications Center (KRCC) and Authorize the County Administrator to Enter Into and Sign an Agreement with Municipal Resources, Inc. (MRI).
 - 4. Act to Appoint a Commissioner to Serve on the State Claims Commission Hearings Scheduled on May 2, 2019.
- V. 3:00 Discussion Items**
 - 1. Update on K-9 Purchase and Sales Agreement for the Knox County Sheriff's Office.
 - 2. Update on Jail HVAC Project.
 - 3. Update on Courthouse HVAC Project.
 - 4. Update on Airport HVAC Project.
 - 5. Quarterly Joint Budget Meeting With Budget Committee/Commission.
- VI. 3:10 Other Business**
- VII. Adjourn**

I. Meeting Called to Order

Commission Chair Parent called the regular meeting of the Knox County Commission to order at 2:00 P.M.

II. Public Comment

Commissioner Richard Parent asked for public comment. There was none.

III. Consent Items

- 1. Approve Consent Items as Presented:
 - i. Agenda - Non Agenda Items Only Permitted if Emergency in Nature.
 - ii. Minutes of Regular Commission Meeting of February 12, 2019.

- iii. Monthly Written Departmental Reports.
- iv. Reserve Withdrawals

- *A motion was made by Commissioner Meriwether to approve the consent items as presented. The motion was seconded by Commissioner Parent. A vote was taken with both in favor.*

IV. Action Items

1. Act on and Approve the Transfers to Reserves from the 2018 Budget.
Finance Director Robinson enclosed a spreadsheet that shows the Transfers to Reserves from the 2018 Budget.
 - *A motion was made by Commissioner Meriwether to Act on and Approve the Transfers to Reserves from the 2018 Budget. The motion was seconded by Commissioner Parent. A vote was taken with both in favor.*
2. Act to Approve the APAC's Recommendation to Designate Stantec as our Airport Engineering Consultant and Authorize the County Administrator to Execute a five (5) Year Contract with Stantec.
Every 5 years the FAA requests we review our Airport Engineering Consultant. Our current contract is with Stantec and the agreement expires this July. Four engineering firms (DuBois & King, Gale Associates, Hoyle, Tanner Associates and Stantec) responded to our Request for Qualifications and the APAC board-scored their submissions on January 28, 2019. The APAC interviewed the top score (Stantec) on February 11, 2019, and voted 7-0 to recommend Stantec for another 5 years.
 - *Airport Manager's notes and recommendation: I think the APAC did a thorough, diligent and thoughtful review of all four submissions. Stantec had the highest board score and they did well during their interview. Hoyle, Tanner Associates was a competitive second, with Dubois & King and Gale tied for a distant third. Also, there are a lot of reasons to keep a consultant with the type of corporate knowledge and history Stantec has with our airport. I support the APAC's recommendation and request the Commission authorize Mr. Hart to execute a new Airport General Consultant Agreement (AGCA) with Stantec for another 5 years, in accordance with FAA and MDOT requirements.*
 - *A motion was made by Commissioner Meriwether to Act to Approve the APAC's Recommendation to Designate Stantec as our Airport Engineering Consultant and Authorize the County Administrator to Execute a Five (5) Year Contract with Stantec. The motion was seconded by Commissioner Parent. A vote was taken with both in favor.*
3. Act to Approve a Step 1 Organizational Study for the Knox Regional Communications Center (KRCC) and authorize the County Administrator to Enter Into and Sign an Agreement With Municipal Resources, Inc. (MRI).
Municipal Resources, Inc. (MRI) completed an organizational wide study for Knox County in 2010 and a section of that report was directed at the Dispatch operations facility including structure. Administrator Hart reached back out to Don Jutton, Senior Advisor/Consultant for MRI to see about an overview and assessment of the Dispatch Operations by building off of the relevant areas covered in the 2010 report. A conceptual proposal has been prepared by Don Jutton of MRI for review.
 - *A motion was made by Commissioner Meriwether to Act to Approve a Step 1 Organizational Study for the Knox Regional Communications Center (KRCC) and Authorize the County Administrator to Enter Into and Sign an Agreement With Municipal Resources, Inc. (MRI). The motion was seconded by Commissioner Parent. A vote was taken with both in favor.*
4. Act to Appoint a Commissioner to Serve on the State Claims Commission Hearings Scheduled on May 2, 2019.

The State Claims Commission needs to have a Commissioner appointed for hearings to be held on Tuesday, May 2nd at 9:00 A.M. in the Commissioner's Hearing Room. In the past, some cases may settle and maybe all, so the hearings may not occur.

- *A motion was made by Commissioner Meriwether to appoint Commissioner Pohlman to serve on the State Claims Commission on May 2, 2019 (contingent upon her availability). The motion was seconded by Commissioner Parent. A vote was taken with both in favor.*

V. Discussion Items

1. Update on K-9 Purchase and Sales Agreement for the Knox County Sheriff's Office.
Peter Marchesi, Knox County Attorney reviewed the K-9 Purchase and Sales Agreement and approved having Knox County move forward with implementing the agreement. Administrator Hart has signed and dated the agreement and mailed two (2) signed and dated originals, and awaiting their signed and dated original to be mailed back. Administrator Hart has enclosed a copy of the signed and dated agreement for review.
 - *Update from the Sheriff:* A local dog has been found and the breeder is a lieutenant from another Sheriff's Office. There will be no expense to Knox County until the dog has been trained. This dog will be as Patrol and will be able to track suspects etc.
2. Update on Jail HVAC Project.
Met with Siemens at this point the project is in the beginning stages.
3. Update on Courthouse HVAC Project.
This project is in the final stages. Jim Hagan and Gary Robinson will meet with the Sheriff to go over final steps and final punch list.
4. Update on HVAC system at Airport
Nothing new to report at this time.
5. Quarterly Joint Budget Meeting With Budget Committee/Commission.
This meeting has been scheduled for March 28th @ 5:00 P.M. At this meeting two (2) Budget Committee members will be appointed to fill two (2) districts.

VI. Other Business

None

VII. Adjourn

- *A motion was made by Commissioner Meriwether to adjourn the meeting. The motion was seconded by Commissioner Parent. A vote was taken with both in favor.*

The meeting adjourned at 2:26 P.M.

Respectfully submitted,

Wendy Galvin
Administrative Assistant

**The Knox County Commission approved these minutes at their regular meeting
held on April 9, 2019.**